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67-12890

Approved For Release 2001/08/07 : CIA-RDP78-04718A001200080007-5

### JOB DESCRIPTION - DOCUMENT ANALYST

#### 1. DUTIES:

- A. Preparation and furnishing authentication materials and intelligence for any specific operational requirement.
- B. Assistance to case officers in preparation of cover legends based upon available authenticating materials and intelligence.
- C. Training of case officers and/or agents in the use of authentication materials and intelligence furnished for any specific operations.
- D. Analysis and filing of authentication materials and intelligence.
- E. Provision for the safe storing and handling of authentication materials.
- F. Maintenance of accurate and secure records on the use of authentication materials.
- G. Uncovering and calling to the attention of operational planners authentication possibilities.
- H. Reviewing the authentication segment of each operation, to determine the part which authentication played in its success or failure.
- I. Advising the CE Staff, in a case where bona fides must be determined, regarding the genuineness of a subject's documents, of the circumstances surrounding their acquisition, and of the subject's right to possess them.
- J. Preparation of document studies for areas under his jurisdiction.

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